

Application for Regional EMS Council Designation

Name of Applicant Organization :

Name of Authorized Agent of Organization:

Title:

Organization Mailing Address:

Organization Physical Address:

City:

State:

Zip Code:

Office Phone:

Office Fax:

Organization Web Address:

E-mail Address:

Type of Designation: Original ☐ Renewal ☐ Date of Original/Last Renewal:

Proof of 501 (c)(3) Designation: Yes ☐ No ☐ Date of Designation:

Federal Tax Identification Number:

Name of President of Organization Board of Directors:

Mailing Address:

City:

State:

Zip Code:

Phone:

E-mail Address:

Application Affirmation:

I hereby affirm that the information included in this application and attached documents is factual and correct, and I realize that any fraudulent entries may be considered sufficient cause for rejection, and/or subsequent revocation of designation.

Name of Board President

Signature

Date

OEMS Office Use Only

Date of Application Receipt:

Application Complete: Yes ☐ No ☐

Site Visit Scheduled: Yes ☐ No ☐

Date of site visit:

Review Team Leader:

State Board of Health Approval: Yes ☐ No ☐ Date of Approval:

Deficiencies noted:

Regional EMS Council Designation Self Assessment Checklist**VIRGINIA REGIONAL EMS COUNCIL
DESIGNATION CHECK LIST****Name of Organization :****Name of Person Completing Checklist:****Title:****Contact Info:**

Organization Mailing Address:

Organization Physical Address:

City:**State:** Virginia**Zip Code:**

Return to Office of Emergency Medical Services
 Attention: EMS Systems Planner
 P.O. Box 2448
 Richmond, Virginia 23218

	I. Designation Process	
<input type="checkbox"/>	1. Completed application for designation.	
<input type="checkbox"/>	2. Completed Regional EMS Council Self Assessment Checklist.	
<input type="checkbox"/>	3. Current roster of the organization's board of directors.	
<input type="checkbox"/>	4. Current approved bylaws of the organization.	
<input type="checkbox"/>	5. Scope of Services	
<input type="checkbox"/>	6. Proposed budget for the first year of operations.	
<input type="checkbox"/>	7. Documentation of interaction with agencies in region.	
<input type="checkbox"/>	8. Current operational policies and guidelines for organization.	
<input type="checkbox"/>	9. Comprehensive directory of localities and agencies	
<input type="checkbox"/>	10. Hospital catchment area	
<input type="checkbox"/>	11. Demonstrated capability to establish programs	
<input type="checkbox"/>	12. Evaluation of prior performance as a Regional EMS Council.*	
<input type="checkbox"/>	13. Proof of articles of incorporation.	
<input type="checkbox"/>	14. Copy of letter verifying tax exempt status from IRS.	
*If applicable		

	II. Designated Regional EMS Council Standards	
	1. Regional Structure and the Board	
<input type="checkbox"/>	a. The regional EMS council is organizationally independent of any other entity.	
<input type="checkbox"/>	b. One regional governing board oversees the EMS council, and represents the entire designated service area.	
<input type="checkbox"/>	c. Bylaws are in force for the governing board which specify:	
<input type="checkbox"/>	i. Governing Board membership and representation.	
<input type="checkbox"/>	ii. Method of board member appointment or election.	
<input type="checkbox"/>	iii. Tenure of members.	
<input type="checkbox"/>	iv. Officers, and their roles, responsibilities and terms of office.	
<input type="checkbox"/>	v. Quorum requirements.	
<input type="checkbox"/>	vi. Meeting attendance requirements and enforcement policies.	
<input type="checkbox"/>	vii. Indemnification of officers and directors.	
<input type="checkbox"/>	viii. Dissolution of assets.	
<input type="checkbox"/>	d. There is a minimum of five (5) members with full voting privileges comprising a governing board.	
<input type="checkbox"/>	e. Staff members of the applicant organization do not serve in a voting capacity on the governing board.	
<input type="checkbox"/>	f. Proof of board member orientation program for Council Board members.	
<input type="checkbox"/>	g. Clear structure to accomplish Regional Council goals and objectives identified.	
<input type="checkbox"/>	h. Proof of governing board and standing committees meeting a minimum of four times each year.	
<input type="checkbox"/>	i. Written minutes of all governing board and standing committee meetings.	
<input type="checkbox"/>	j. Proof of provision of filing, security and control of regional office files (hard copy and electronic).	
<input type="checkbox"/>	k. Current roster of council governing board, council office staff, and standing committee/members and current bylaws. This information shall be updated as necessary.	
<input type="checkbox"/>	l. The governing board compliance with requirements of the Virginia Freedom of Information Act.	
<input type="checkbox"/>	m. Proof of provision of professional development and management training for its members.	
<input type="checkbox"/>	n. Program reports developed and provided to the board, and other interested parties on a quarterly basis including a yearly final report, reflecting progress related to the Regional Council Strategic Plan. The final report includes, but not be limited to: a concise narrative description of activities, achievements, completed objectives and explanations for failure to achieve any objectives as defined in the contract with OEMS.	
<input type="checkbox"/>	o. The final report includes a report of all unexpended funds and documentation of satisfaction of matching funds requirement (percentage match required for state contract monies). The final report shall define the source and amount of matching funds.	
<input type="checkbox"/>	p. All materials, newsletters, software, etc. whether purchased or developed, in whole or in part, with state funds comply with all United States copyright laws.	
<input type="checkbox"/>	q. The regional EMS council complies with Virginia's record retention program.	
<input type="checkbox"/>	r. The regional EMS council must have proof of a currently updated Business Resumption Plan in place.	

	2. Financial Administration	
<input type="checkbox"/>	a. Current operating statement, reflecting revenue and expenditures, available for review.	
<input type="checkbox"/>	b. Current income and expenditure statement shall be available at all governing board meetings.	
<input type="checkbox"/>	c. Proof of an independent audit of financial records with management letters as required by OEMS.	
<input type="checkbox"/>	d. A Certified Professional Accountant (CPA) upon change of an Executive Director may perform an audit of financial records.	
<input type="checkbox"/>	e. Proof of all financial management following generally accepted accounting principles.	
<input type="checkbox"/>	f. Proof of governing board approval of an annual budget.	
<input type="checkbox"/>	g. Proof of appropriate federal and state tax-related reporting.	
<input type="checkbox"/>	h. As applicable, proof of appropriate registration for solicitation with the Office of Consumer Affairs.	
<input type="checkbox"/>	i. Fund raising activities compliance with all applicable state and federal laws.	
<input type="checkbox"/>	j. Written policy indication by position, signatories of executed financial and contractual instruments.	
<input type="checkbox"/>	k. Proof of written policies concerning procurement and travel.	

	3. Personnel Administration	
<input type="checkbox"/>	a. Proof of governing board adoption of written personnel policies which include:	
<input type="checkbox"/>	i. Position classification and salary schedule.	
<input type="checkbox"/>	ii. Affirmative action and nondiscrimination policies.	
<input type="checkbox"/>	iii. Current position descriptions of staff and volunteers.	
<input type="checkbox"/>	iv. Annual personnel performance evaluation.	
<input type="checkbox"/>	v. Initial administrative and programmatic orientation for the region and state.	
<input type="checkbox"/>	vi. Employee development.	
<input type="checkbox"/>	vii. Conflict of interest statement.	
<input type="checkbox"/>	viii. Outside employment.	
<input type="checkbox"/>	ix. Employment benefits.	
<input type="checkbox"/>	x. Enforcement procedures.	
<input type="checkbox"/>	xi. Grievance procedures.	
<input type="checkbox"/>	xii. Termination procedures.	
<input type="checkbox"/>	xiii. Code of ethics/standards of conduct	
<input type="checkbox"/>	xiv. Substance abuse policy	
<input type="checkbox"/>	xv. Record management and security	
<input type="checkbox"/>	b. Proof of personnel record management which includes, but not limited to:	
<input type="checkbox"/>	i. i. Employment application and letter of offer/agreement.	
<input type="checkbox"/>	ii. ii. Leave records.	
<input type="checkbox"/>	iii. iii. Employee performance records/correspondence.	
<input type="checkbox"/>	iv. iv. Required employment forms (W-4, I-9, etc.).	
<input type="checkbox"/>	v. v. Promotion or salary adjustment.	
<input type="checkbox"/>	vi. vi. Exit interview documentation.	

Application Package

A completed application package is due in the Office on or prior to October 1st in order to be considered for designation. The application package includes:

Completed Application - Submitted applications missing any information requested will be considered incomplete and will not be processed for designation.

Completed Regional EMS Council Self-Assessment Checklist – All standards indicated must be complied with.

Current Roster of the applicant organization members – The roster needs to show all members, their addresses, phone numbers, and the constituency they represent.

Current Approved Bylaws – A copy of the most recently approved Bylaws complete with signatures and adoption date.

Scope of Services Plan - This shall include data and information that demonstrates the qualifications of the applicant to plan, initiate, expand or improve the regional EMS delivery system,

Budget - Budget must illustrate costs associated with operations and programs associated with the regional EMS council following the standardized format provided.

EMS Involvement – Documentation demonstrating how the applicant organization interacts with EMS agencies and personnel.

Standard Operating Procedures – Updated standard operating procedures must show all changes made and be consistent with the *Virginia EMS Regulations*.

Directory of Localities and EMS Agencies – A list of all localities, hospitals, and EMS agencies served.

Locality Support (optional) – ordinance or resolution from the governing body of each locality within the applicant's proposed geographic service delivery area confirming endorsement of the applicant.

Those designated regional EMS councils submitting an application for re-designation must provide all information as if applying for their original designation. The Work Plan and the Budget must be updated in order to reflect the Councils current status.